

**Office of the Assistant Chief of Staff for Installation Management (OACSIM)
Facilities and Housing Directorate
Construction Division, DAIM-FDC**

Planning Charrette Validation Form

Project Number:	<i>DD Form 1391 number</i>
Project Title:	
Installation:	
Region:	
MACOM :	<i>If sponsoring project</i>
Project Description:	<i>Summarize – no more than 3-5 sentences</i>
Dates of Charrette:	<i>Identify dates when the charrette team met</i>
DD Form 1391 Completed:	<i>Date when DD Form 1391 finalized (Including Tabs A-J)</i>
Date of Garrison Commander Signature:	
Planning Charrette Team Members:	
Members listed below participated in the planning charrette team and concur with the DD Form 1391 developed for this project. All requirements for development of the project have been met, environmental documentation has been started/completed or will be completed prior to budget year, all known costs have been identified and are included in the project cost estimate.	
Signature and Date	
Charrette Lead:	
User/Tenant Rep:	
Installation PM:	
Project Manager:	
Master Planner:	
USACE Dist Participants:	
Region Rep:	
MACOM Rep:	
USAISEC-FDEO Reviewer:	
Provost Marshal:	
Force Protection Officer:	
Environmental Officer:	
Info Systems Planner:	
Other Team Members:	

Please check one:

1. _____ This document certifies that a planning charrette has been conducted. DD Form 1391 has been signed by the installation Garrison Commander and is ready for review.

2. Request for Exemption: Project has met the following condition(s) for planning charrette exemption:

_____ Design is underway/completed and the DD Form 1391 is complete: DATE: _____

OR

_____ Project has been:

Presented at a Project Review Board (PRB): DATE: _____

Programmed in the Army's Future Years Defense Program (FYDP) in FY: _____

Reviewed and certified by the Region, USACE and ISEC: DATE: _____

Date Signed: _____

Installation Director of Public Works (or equivalent)

Date Approved: _____

ACSIM Construction Division